



# APPLICATION FOR EMPLOYMENT

## NORTH EAST MULTI-REGIONAL TRAINING

1717 Park Street, Suite 303  
Naperville, Illinois 60563

Version dated: 11/01/10

POSITION(S) APPLIED FOR: \_\_\_\_\_  
DATE OF APPLICATION: \_\_\_\_/\_\_\_\_/\_\_\_\_

REFERRAL SOURCES: ☐ NEWSPAPER AD ☐ INTERNET AD ☐ RELATIVE ☐ EMPLOYEE  
☐ WALK IN ☐ GOVERNMENT EMPLOYMENT REFERRAL ☐ OTHER

NAME:

\_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS:

\_\_\_\_\_  
ZIP STREET CITY STATE

HOME TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

CELL TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_@\_\_\_\_\_.COM

MAY WE CONTACT YOU AT WORK? ☐ YES ☐ NO

IF YES, WORK NUMBER AND BEST TIMES TO CALL: (\_\_\_\_)\_\_\_\_\_.

HAVE YOU EVER FILED AN EMPLOYMENT APPLICATION WITH NEMRT? ☐ YES ☐ NO

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

HAVE YOU BEEN EMPLOYED BY NEMRT BEFORE? ☐ YES ☐ NO

FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO: \_\_\_\_/\_\_\_\_/\_\_\_\_

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? ☐ YES ☐ NO

DATE AVAILABLE FOR WORK: \_\_\_\_/\_\_\_\_/\_\_\_\_

TYPE OF EMPLOYMENT DESIRED: ☐ FULL TIME ☐ PART TIME ☐ TEMPORARY ☐  
STUDENT INTERN

ARE YOU ON A LAY-OFF AND SUBJECT TO RECALL?

☐ YES ☐ NO

WILL YOU RELOCATE IF JOB REQUIRES IT?

☐ YES ☐ NO

WILL YOU TRAVEL IF JOB REQUIRES IT?

☐ YES ☐ NO

WILL YOU WORK OVERTIME IF REQUIRED?

☐ YES ☐ NO

HAVE YOU EVER BEEN BONDED FOR EMPLOYMENT?

☐ YES ☐ NO

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE PAST SEVEN (7) YEARS?

☐ YES ☐ NO

*Such a conviction may be relevant if job related, but is not necessarily a bar to employment*

IF YES, PLEASE EXPLAIN:

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**EMPLOYMENT HISTORY:** Please list your last four employers, military experience, schools, or volunteer activities, starting with the most recent. Explain any employment gaps in the comments section below.

<p><b>Employer Name:</b> _____.</p> <p><b>From</b> ____/____/____ <b>To</b> ____/____/____</p> <p><b>Employer Address:</b> _____</p> <p>_____.</p> <p><b>Starting Salary:</b> \$ _____</p> <p><b>Position Title:</b> _____.</p> <p><b>Ending Salary:</b> \$ _____</p> <p><b>Supervisor's Name:</b> _____ <b>Title:</b> _____</p> <p><b>Telephone:</b> ____/____</p> <p><i>Please summarize the nature of the work performed and your job responsibilities:</i></p> <p>_____</p> <p><i>Reason for Leaving:</i></p> <p>_____</p> <p><b>May we contact this employer for references?</b> ____ YES ____ NO ____ LATER</p>
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**Employer Name:** \_\_\_\_\_  
**From** \_\_\_\_/\_\_\_\_/\_\_\_\_ **To** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Employer Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Starting Salary:** \$ \_\_\_\_\_  
**Position Title:** \_\_\_\_\_  
**Ending Salary:** \$ \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Telephone:** \_\_\_\_/\_\_\_\_

*Please summarize the nature of the work performed and your job responsibilities:*

*Reason for Leaving:*

*May we contact this employer for references?* \_\_\_\_ YES \_\_\_\_ NO \_\_\_\_ LATER

**Employer Name:** \_\_\_\_\_  
**From** \_\_\_\_/\_\_\_\_/\_\_\_\_ **To** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Employer Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Starting Salary:** \$ \_\_\_\_\_  
**Position Title:** \_\_\_\_\_  
**Ending Salary:** \$ \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Telephone:** \_\_\_\_/\_\_\_\_

*Please summarize the nature of the work performed and your job responsibilities:*

*Reason for Leaving:*

*May we contact this employer for references?* \_\_\_\_ YES \_\_\_\_ NO \_\_\_\_ LATER

<b>Employer Name:</b> _____	
<b>From</b> ____/____/____	<b>To</b> ____/____/____
<b>Employer Address:</b> _____	
_____	
<b>Starting Salary:</b> \$ _____	
<b>Position Title:</b> _____	
<b>Ending Salary:</b> \$ _____	
<b>Supervisor's Name:</b> _____ <b>Title:</b> _____	
<b>Telephone:</b> ____/____	
<b>Please summarize the nature of the work performed and your job responsibilities:</b>	
<b>Reason for Leaving:</b>	
<b>May we contact this employer for references?</b> ____ <b>YES</b> ____ <b>NO</b> ____ <b>LATER</b>	

**COMMENTS:** Including and gaps in employment:

_____
_____
_____
_____

**SKILLS AND QUALIFICATIONS:** Please summarize any special skills and qualifications you have acquired from previous employment, training or educational courses.

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_____
_____
_____
_____

**EDUCATIONAL BACKGROUND:** Please list the last three (3) schools attended, starting with the most recent school. Provide the number of years completed, the degree or diploma obtained, if any. Also provide us with your cumulative GPA or class rank, and Major and Minor fields of study (if applicable).

**High School/College/University Name:** \_\_\_\_\_ **Tele**

**High School/College/University Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_ / \_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Number of Years Completed:** \_\_\_\_\_ **Degree/Diploma Obtained:** YES \_\_\_\_ NO \_\_\_\_  
**TYPE** \_\_\_\_\_

**Cumulative GPA:** \_\_\_\_\_ **Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

**IF THIS SCHOOL WILL NOT RELEASE INFORMATION, APPLICANT MUST  
PROVIDE COPY OF TRANSCRIPT OR DIPLOMA.**

**High School/College/University Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_ / \_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Number of Years Completed:** \_\_\_\_\_ **Degree/Diploma Obtained:** YES \_\_\_\_ NO \_\_\_\_  
**TYPE** \_\_\_\_\_

**Cumulative GPA:** \_\_\_\_\_ **Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

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**High School/College/University Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_ / \_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Number of Years Completed:** \_\_\_\_\_ **Degree/Diploma Obtained:** YES \_\_\_\_ NO \_\_\_\_  
**TYPE** \_\_\_\_\_

**Cumulative GPA:** \_\_\_\_\_ **Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

**IF THIS SCHOOL WILL NOT RELEASE INFORMATION, APPLICANT MUST  
PROVIDE COPY OF TRANSCRIPT OR DIPLOMA.**

**PERSONNEL REFERENCE INFORMATION:** Please provide the names and telephone numbers of three (3) professional references who are not related to you and were not previous supervisors. You may also list three list three (3) academic or personal references who are not related to you.

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_/\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_/\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_/\_\_\_\_

**MEMBERSHIPS:** Please list any professional, trade, fraternal, or civic associations to which you belong and any leadership positions for which you were elected or appointed.

**ORGANIZATION NAME:** \_\_\_\_\_  
**From** \_\_\_\_/\_\_\_\_/\_\_\_\_ **To** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**TITLE:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_/\_\_\_\_

**ORGANIZATION NAME:** \_\_\_\_\_  
**From** \_\_\_\_/\_\_\_\_/\_\_\_\_ **To** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**TITLE:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_/\_\_\_\_

**ORGANIZATION NAME:** \_\_\_\_\_  
**From** \_\_\_\_/\_\_\_\_/\_\_\_\_ **To** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**TITLE:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_/\_\_\_\_

**PROFESSIONAL AND ACADEMIC HONORS:** Please list any special accomplishments, awards, honors you have received.

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***STATEMENT OF UNDERSTANDING:*** It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time North East Multi-Regional Training reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of North East Multi-Regional Training has the authority to make any assurances to the contrary.

I give North East Multi-Regional Training the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

I understand this Employer is an equal opportunity employer. North East Multi-Regional Training does not discriminate in employment and no question on this application is used for the purposes of limiting or excluding my employment, or any applicant's employment, on a basis prohibited by local, state or federal law.

I understand that North East Multi-Regional Training will not refuse to hire a qualified individual with a disability because of that applicant's need for an accommodation that would be required by the ADA.

I understand that this application is current for only (60) days. At the conclusion of this time, if I have not heard from North East Multi-Regional Training and still wish to be considered for employment, it will be necessary for me to fill out a new application.

I understand that my Social Security Number is being collected for verification of my identity, for verification of my eligibility to work in the United States and for the conduct of various pre-employment background checks.

**Signature of Applicant** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_